



APA Colorado Board Meeting

MINUTES

Friday, January 8, 2021

Video Conference

The meeting began at 10:01 a.m.

Roll call:

Present:	Absent:
Joni Marsh, President	Vacant, Professional Development Officer
Michelle Stephens, Past President	Vacant, Public Official Representative
Julia Puester, VP External Affairs	Greg Moberg, Northwest Area Representative
Mike Tylka, VP of Communications	Mark Williams, Southwest Area Representative
Josh Olhava, Treasurer	Hadley Peterson, Metro Representative
Mark Truckey, Central Mountain Area Rep	Wade Broad, YIP Committee Representative
Summer Frederick, North Central Representative	
Katelynn Wintz, South Central Representative	
Britt Palmberg, Metro Area Representative	
Shaída Libhart, Legislative Affairs Representative	
Manish Shirgaokar, Faculty Representative	
Joan Lyons, EPP Representative	
Max Morgan, Student Representative	
Susan Wood, APA Region V Director	
Eric Sakotas, Allied Professional Representative Western Planner	
Ignacio Correa-Ortiz, EDI Committee	
Renaë Stavros, Great Places Committee	
Bradyn Nicholson, Healthy Communities Committee	
Scott Bressler, Legislative Committee	
Maureen Paz de Araujo, Membership Committee	
Conor Merrigan, Sustainability Committee	
Staff:	Guests:
Shelia Booth, Chapter Administrator	

1. Opening Remarks – Joni Marsh, President

Joni welcomed everyone to the meeting. She thanked Michelle for her service as the President and then had everyone introduce themselves.

2. Consent Agenda:

- a. **Minutes December 11, 2020 Board – Shelia Booth, Chapter Administrator**
- b. **December Financial Report – Josh Olhava, Treasurer**

Joni introduced the consent agenda items and asked for comments. Hearing none, she asked for a motion.

Motion by Josh to approve the consent agenda

Second by Mike

Discussion: None

Vote: Unanimous

3. Chapter Administrator Report – Shelia Booth, Chapter Administrator

a. 2021 Town Hall

Shelia said all board officers and committees should prepare one or two slides for the presentation, which will be a summary of 2020 accomplishments and 2021 goals. Shelia will prepare a slide template and distribute it with a draft agenda in a few weeks.

b. Gmail

Shelia said emails to the Board will now be sent through the Gmail accounts and asked all board member to be sure they have set up their accounts accordingly. She noted the only exception will be the Board@apacolorado.org listserv which will go directly to personal/ work email accounts. She offered to change that for any board officer who would like it directed elsewhere.

c. Annual Report Update

Shelia said she would talk about the report later in the meeting.

d. CPC 2021 Discussion

Shelia said there were three options for the conference:

- Hybrid – in person, live and virtual platform
- In Person only
- In Person + Recordings – record all sessions for later playback (like NPC)

She noted that the hybrid conference option is the most expensive since it would add cameras, sound systems and extra labor. A recorded conference would be \$300 more a day, per room. She said she had an initial estimate from Image AV for a hybrid (\$21,653.31 – 1 room “live” + virtual platform) and recorded (\$13,361.56 – 3 breakout rooms) conference. She noted that these estimates need additional work/review but help in deciding which route to take. She said she was also working with Kelley (Conference Direct, conference broker) and Vail Resorts staff on the Keystone contract to get an estimate from their in-house AV team as well.

Shelia then stated that until a final decision is made regarding the event, the urgent matters include setting this year’s theme and getting the call for sessions out by the end of the month.

Josh and Britt said they both like the recording option as it can add value by allowing attendees to watch sessions later. Michelle asked how many conference attendees have gone back to watch sessions since October on the Whova platform, and Shelia said she had not investigated that statistic. Michelle asked if

the recorded sessions would be an “add on” to a conference registration or a stand-alone option for a virtual conference. Conor said Sustainability Committee members have expressed interest in watching some of the 2020 CPC session recording. Josh said he signed up for the conference and only attended three sessions live, but he thinks there are many attendees who go back to watch them. He stated that when sessions are being drafted, the presenters would want to know about their audience locations (in person vs virtual), and it affects what is asked in the session proposals forms. Josh suggested seeing if there is interest in a virtual conference, but this option does allow the Chapter to reach a wider audience.

Shelia mentioned that since the conference is earlier this year, she would need input from Max and Manish on how best to get the word out for student participation, attendance, and volunteering. Manish said they could talk to student leadership later in the spring semester, so when they come back in fall, they are already aware of the event. Mike suggested contacting planning organizations to see if they have a budget to attend or are free to travel. Shelia said there had been discussion to send out a short survey in the spring to do just that. The Board then discussed what the survey should ask and when it should be distributed. Joni said a few things might change between now and June and suggested waiting until April but thought many will have a better understanding of their budgets in a couple of months. The Board agreed to do the survey in early March.

e. Other

Shelia said DOLA will be distributing their land use survey in the next week or two and that the Chapter will offer a free APA Colorado Chapter Only Membership to one person who completes it. She said DOLA is also doing a built-in survey/poll question with their newsletters. If the Board wants to ask a specific question, DOLA said they would consider it.

4. Old Business

a. Chapter Manual - Michelle Stephens, Past President

Michelle said she and Shelia will sit down and make an action plan, then do assignments.

5. New Business

a. Ratification of Presidential Appointments – Joni Marsh, President

Joni reviewed the various positions that she is appointing. She noted she is still reviewing the PDO and looking for a Public Official. The appointments are:

Voting:

- Legislative Affairs Representative – Shaida Libhart
- Planning Faculty Representative – Manish Shirgaokar
- Emerging Planning Professional Representative – Joan Lyons

Non-Voting

- Allied Organization Representative | Western Planner - Eric Sakotas
- Student Representative – Max Morgan (to be replaced in May 2021)
- Equity, Diversity & Inclusion Committee – Ignacio Correa-Ortiz
- Healthy Communities Committee – Bradyn Nicholson (Liz Young Winne, backup)
- Great Places Committee - Renae Stavros

- Legislative Committee – Scott Bressler
- Membership Committee – Maureen Paz de Araujo
- Sustainability Committee – Conor Merrigan (Karl Barton, backup)
- Youth in Planning Committee – Wade Broadhead

Joni asked if there were any questions, hearing none she asked for a motion to approve. She then thanked everyone for volunteering to be on the board because she knows it's a lot of work.

Motion by Michelle to ratify the presidential appointments as presented.

Second by Josh

Discussion: None

Vote: Unanimous

b. PIC Board Appointments – Joni Marsh, President

Joni read the names of the current members of the PIC Board and said they had all confirmed they wish to remain in their positions. She asked for questions; hearing none she asked for a motion to approve.

Motion by Joan to approve the appointment of the 2021 PIC Board

Second by Shaida

Discussion: None

Vote: Unanimous

c. Chapter Sponsored FAICP Nominations – Shelia Booth, Chapter Administrator and Maureen Paz de Araujo, Membership Committee

Shelia summarized the FAICP nomination process and the Chapter members who were recommended for Chapter nomination. Maureen and Susan discussed in depth the choices. Shelia noted that the nominations would impact the budget due to the nomination fee.

Motion by Michelle to approve the 2022 Chapter Sponsored nominations as presented.

Second by Josh

Discussion: None

Vote: Unanimous

d. 2020 Annual Report – Shelia Booth, Chapter Administrator

Shelia showed a draft of the report and said she was still missing a few reports. The Board discussed the formatting and timing. Shelia said her goal would be to have the report ready for review in two weeks, then complete revisions and post for member review before the Town Hall. The report will be adopted at the Town Hall.

e. 2020 Year-End Financials – Josh Olhava, Treasurer

Josh discussed the yearend financial report and compared with 2019 losses. He said the major issue in 2020 was the pivot with the conference from in-person to the virtual platform. He noted that there was a great turnout, great income, and little expense. He noted that the Chapter also didn't spend much but still was able to assist alliance groups which also benefited our members. He said this was a reason the allied group line item was increased in 2021. He summarized the income and expenses, noted the Chapter didn't raise as much in sponsorships as it had in the past. He concluded that the year ended with over \$20,000 in income.

***Motion by Michelle to approve the 2020 Year-End Financials
Second by Shaida
Discussion: None
Vote: Unanimous***

6. Board Member Updates

- a. **Past President: Michelle Stephens** – No report.
- b. **North Central Area Representative: Summer Frederick** – No report.
- c. **South Central Area Representative: Katelynn Wintz** – No report.
- d. **Northwest Area Representative: Greg Moberg** – No report.
- e. **Southwest Area Representative: Mark Williams** – No report
- f. **Central Mountain Area Representative: Mark Truckey** – No report.
- g. **Denver Metro Area Representative: Britt Palmberg & Hadley Peterson** – No report.
- h. **Faculty Representative: Manish Shirgaokar** – No report.
- i. **Allied Organization | WP Representative: Eric Sakotas** – No report.

7. Committee Updates

- a. **Awards Committee:** No report.
- b. **APAS/Students:** Max said the students are gearing up for job shadowing program and using the directory from last year's event and asked any Board members in attendance if they would be interested in participating. He said the event will be a virtual experience this year. He then said they are lining up spring speakers and Josh will be one of those.
- c. **Equity, Diversity & Inclusiveness Committee:** Ignacio said at the last board meeting, the Board reviewed and approved the survey.
 - i. **EDI Survey** – The EDI Committee would like to offer incentives for people to take the survey and would like \$500 in ten (10) \$50 gift cards. Shelia said that since the request exceeds their budgeted amount, they need to have Board approval. Ignacio suggested reducing the request to five cards and staying with the budget. Manish agreed noting they might come ask for more if more responses are needed. Ignacio said that Hadley will distribute the survey and said they need the Chapter logo to include.
- d. **Emerging Planning Professionals Committee:** Joan said the Committee has been working on the mentorship program that started at the fall conference. They are looking to start a year-long program this year. She said they are also looking for Committee members since they lost several due to workload or other priorities.

- e. **Great Places Colorado:** Renae said she also need more members and will be seeking assistance to do that. Shelia said she will make January a committee recruitment focused.
- f. **Healthy Communities Committee:** No report.
- g. **Legislative Committee:** Shaيدا said the first meeting is Friday, January 15. The Legislator will gavel in/out until February 16th and they do not expect much over the next month. The January meeting will focus on the Legislative Priorities that will be brought to the Board for review and approval. The Board discussed the timing of the vote on the Legislative Priorities and agreed it should be done by email prior to the February 3rd Town Hall. Joni then said she wanted to work with the Committee to fill her position at CML.
- h. **Membership Committee:** No report.
- i. **Outreach & Communication Committee:** Julia said they met the day before and then she presented the newsletter topics for 2021.
 - i. **Newsletter Themes 2021 –** Julia said the January newsletter articles have been submitted and the newsletter will be distributed soon. She then reviewed the themes for the remainder of the year. She said the Committee discussed making the themes broader and making the mini newsletter more interactive with polls, surveys, etc.

Motion by Shaيدا to approve the newsletter themes as presented

Second by Michelle

Discussion: None

Vote: Unanimous

- j. **Professional Development Committee:** No report.
- k. **Sustainability Committee:** No report.
- l. **Youth in Planning Committee:** No report.

8. Other Business

Michelle offered that Bang the Table would sponsor the Zoom Meeting for the Town Hall, noting that others might want to offer similar in-kind donations as well. Shelia said she had not purchased a license yet and would like to think of other uses throughout the year such as public official training.

9. Adjourn

Motion by Mike to adjourn at 11:12 a.m.

Second by Manish

Discussion: None

Vote: Unanimous

Chat Box Comments

Manish Shirgaokar 10:15 AM

I'll be completing the PowerPoint for Faculty Rep., but can't make it to the 3rd of Feb event. I teach 2-5pm on Wednesdays.

Katelynn Wintz 10:22 AM

there is a benefit to having the sessions recorded and available. Often conferences have scheduling conflicts and attendees aren't able to attend every session in real time, the recordings allow people to watch on their own time

Conor Merrigan 10:23 AM

And I didn't mean to be too skeptical, people certainly do look at them afterwards.

Renaë Stavros 10:24 AM

There is also the AICP CE credits that people get from these events. If they can watch these webinars and get CE credits, there might be more interest.

Max Morgan 10:27 AM

Thanks for that heads-up. We might build registration into initial student on-boarding for new MURP students.

Michelle Stephens 10:33 AM

I like that idea Max.

Conor Merrigan 10:34 AM

switching to phone; I *think* I can unmute myself with *86, but I may not be able to and need to be un-muted if you want me to chime in. It will likely show up as my phone 303.579.8808

Joan Lyons 10:54 AM

I don't think I'm on that list but sign me up Max!

Maureen Paz de Araujo 11:03 AM

I need to drop off. I'll check in with Shelia on anything for PIC or Membership

Shaida Libhart: 11:10 AM

Likely will be useful for Planner's Day this year!

APPROVED
MARCH 5, 2021